

REPORT / RECOMMENDATION



To: Park Board

Agenda Item #: VI.A.

From: Ann Kattreh
Parks & Recreation Director

Action ☒

Discussion ☐

Date: August 11, 2014

Information ☐

Subject: Park Master Plan Consultant Interviews

Action Requested:

Select a park master plan consultant

Information / Background:

The Park Board will be receiving presentations from the four park master plan consultants who submitted proposals. The interview schedule is as follows:

<u>Time</u>	<u>Group</u>	<u>Team Leader</u>
7 p.m.	Confluence	Terry Minarik
7:30 p.m.	Cunningham	Bruce Jacobson
8 p.m.	SEH	Bob Kost
8:30 p.m.	SRF	Ken Grieshaber

The consultants have been asked to give a 15 – 20 minute presentation, allowing 10 minutes for questions from the Park Board. You received the consultant proposals in early July. It would be helpful to review those proposals again prior to this meeting.

Attached please find a scoring sheet that may be used during the interview process. The scoring sheet reflects the highlights of the request for proposal that the consultants responded to. We will not be collecting these forms. It is just intended to provide a format for information and note taking.

If the Park Board reaches a consensus on a consultant at the August 11 Park Board meeting, staff will work out the details of the contractual agreement with the consultant and place the contract on the September 2 City Council agenda for approval.

Attachment:
Scoring Sheet

Edina Park System Master Plan

NAME OF FIRM: Confluence

The proposals will be evaluated in four areas:

1. Project understanding/objectives
2. Qualifications/experience of personnel working on the project
3. Work plan/schedule
4. Cost

Ranking of each firm on your impression of and the strength of their plan

Criteria	Weak	Average	Strong
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A statement of objectives & goals

A description of deliverables

An outline of the firm's background & experience

A detailed work plan that identifies major tasks to be completed

A detailed cost breakdown for tasks to be performed

Proposed public engagement plan

Overall thoughts & ranking:

Edina Park System Master Plan

NAME OF FIRM: Cuningham

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Overall thoughts & ranking:

Edina Park System Master Plan

NAME OF FIRM: SEH

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Overall thoughts & ranking:

Edina Park System Master Plan

NAME OF FIRM: SRF

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Ranking of each firm on your impression of and the strength of their plan

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